



## **REPORT A LOSS**

### **Prompt Notice Required**

1. All member employees should be instructed to notify the designated Risk Coordinator for your entity as soon as a loss occurs.
2. Notify the Utah Counties Indemnity Pool Claims Manager as soon as possible, whenever a loss occurs.
3. Report all losses as soon as possible. It is not necessary to wait until you obtain all the information.

### **How to Notify**

Losses should be submitted by the Risk Coordinator online at: [ucip.utah.gov](http://ucip.utah.gov)

1. Hover over LOGIN and click Coordinator Login
2. Click on your entity
3. Enter the password provided to you by UCIP
4. Click on Report a Loss
5. Enter your assigned User ID and Password into ClaimZone Reporter
6. Enter each field with the information available about the loss

For fatalities, serious injuries and/or emergency situations, immediately call the UCIP Claims Manager, Korby Siggard, at (800) 339-4070 or (801) 386-2468.